

## **Airport Operations Manager - Eastport Municipal Airport**

### **Nature of Work:**

This position is responsible for the overall day-to-day operations of the Airport. Work may include administrative oversight, vision, planning, and coordination the operations at the Municipal Airport which includes the City-owned and operated FBO; to ensure air-side services are provided and public infrastructure is maintained, and ensures compliance with federal, state, and local regulations. Daily inspections as directed by the regulatory guidance for public health, safety and welfare.

### **Examples of Work (illustrative only):**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily.*

- Reports to the City Manager
- Understands and implements the goals and objectives for department operations through the Airport Master Plan. Recommends current and future preventative and initiative-taking program needs for the development of the airport and pursues economic development of the airport property.
- Develop and maintain airport primary guiding documents and security manuals, including updates. Meets with security industry professionals.
- Research, recommend, develop, and implement policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures and standards.
- Develop, recommend and implement annual Airport department budget; forecasts necessary funding for equipment, material and supplies. Monitor budget throughout the year. Identify and develop future capital improvement projects while keeping within proposed budgeting and timelines.
- Serves as the airport security coordinator. Develops, maintains, implements, and evaluates enforcement of federally approved security, emergency, and contingency plans, coordinates with emergency management to conduct annual airport safety exercises.
- Serves on and/or attends various local and regional panels and committees.
- Negotiates and oversees enforcement and compliance of leases and lease agreements.
- Oversees airport construction and development projects, including compliance with regulations, leases, construction oversight, accounting, record retention, and file documentation.
- Collects, maintains, and distributes management information on aircraft movements, enplanements, general performance, and other items.
- Conducts special research studies and compliance on airport wetlands and makes recommendations based on findings. Provides technical guidance to aviation issues to the City Manager.
- Represents the City of Eastport and the Eastport Municipal Airport when dealing with public and private agencies and organizations, the media, state and federal agencies, and other governing bodies.
- Receives and manages questions and concerns from the public and elected City officials pertaining to Airport matters.

- Prepares monthly Operations reports for the City Manager and attends City Council meetings as needed.
- Responds to emergency situations, as directed, outside of business hours as needed.
- Provides customer services to include moving planes, fueling, parking, and other services provided by the City.
- Provides general maintenance and routine inspection of the fuel farm and controls the purchase and sale of fuel to the customers.
- May organize volunteers to assist in groundskeeping, summer and winter, to include mowing and plowing.
- Maintains serviceability of equipment and coordinates with the Public Works Director for repairs and inspection.
- Issue new runway, taxiway, apron and fuel farm field conditions via NOTAM's in keeping with AC No: 150/5200-30D
- Provides technical guidance on issues related to daily operations and field maintenance.
- Maintains records of equipment maintenance, airfield lighting maintenance, and daily inspections.
- Other duties as assigned.

### **Requirement of Work**

- Knowledge of Federal Aviation Administration regulations, advisory circulars, and state aeronautics regulations as they apply to the maintenance, security, airport operations.
- Knowledge of the City's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to Airport programs and operations.
- Knowledge of management principles and techniques and other mathematical calculations required of this position.
- Knowledge of small hand tools, gas powered maintenance equipment operations and safety requirements.
- Knowledge of grounds maintenance and snow removal procedures.
- Ability to plan, develop and implement grounds maintenance procedures.
- Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other documents for co-op employees and student interns.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; in accordance with Federal, State, and local regulations.
- Ability to adapt and take control of situations, dictating co-op / student intern activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and effectively manage priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software including word processing, spreadsheet and database applications consistent for this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Ability to prepare and maintain accurate and concise records and reports.

- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to always maintain professionalism.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding airport users, aircraft owners, and transient users.
- Ability to work the allocated hours of the position and respond after hours as needed.

### **Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the City Manager.*

- This work requires the frequent exertion of up to 50 pounds of force; requires sitting, frequently requires prolonged standing, using hands and finger to handle and feel and repetitive motions.
- Requires walking, stooping, kneeling, crouching, climbing ladders, crawling and reaching with hands and arms.
- Scope of work has standard vision requirements.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, and airborne materials.
- Work is generally in a noisy setting (e.g. equipment operations, moderate traffic, aircraft engines) although outdoor work may experience extreme noise conditions at times.

### **Minimum Required Qualifications**

- Bachelors degree in aviation management, business administration, or related field or three years responsible work experience in aviation management, and related fields.
- Three years of directly-related, progressively responsible, supervisory experience.
- Experience in grounds maintenance, municipal job setting, snow removal, and equipment maintenance.

### **Other Requirements**

Nothing in this job description limits the City Manager's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City of Eastport and requirements of the job change